



EXAMINATION ANNOUNCEMENT

CALIFORNIA HOUSING FINANCE AGENCY
California State Government

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

Administrative Assistant II
Open Examination for Sacramento

Who Should Apply

Individuals who meet the minimum qualifications (Requirements for Admittance to the Exam) listed below.

How to Apply

Submit a standard Examination Application (STD 678) to:

Applications are available online at www.spb.ca.gov or from the State Personnel Board at 801 Capitol Mall, offices of the Employment Development Department, and from CalHFA.

California Housing Finance Agency
Attn: Exam Analyst
P. O. Box 4034
Sacramento, CA 95812

If you prefer to apply in person, the Personnel Office is located at 1415 L Street, 5th Floor; do not use this as a mailing address.

Note: All applications must include “to” and “from” dates (month/year), time-base, and position title and description for each relevant position held. We will be unable to process your application without this information.
Please indicate Exam Code 10356CV in your application.

Final File Date

April 5, 2007, is the final file date. Completed applications (Form 678) must be postmarked no later than the final file date. Applications postmarked, personally delivered or received via interoffice mail after the final file date will not be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box on the Examination Application (STD 678). You will be contacted to make specific arrangements.

Salary

\$4255 - 5172

Position Description

Employees in this class are normally responsible for relieving a director, deputy director, or head of a large operating unit, of administrative detail. They serve to increase the capacity of the administrator to carry out the duties and responsibilities of his/her position and are to be considered as an augmentation of the administrator rather than a separate entity in the organization of the agency.

Employees in this class are delegated a high degree of responsibility for making recommendations to the administrator involving broad areas of policy formulation or complex administrative action and often are responsible for effecting such recommendations.

Employees in the class of Administrative Assistant I are responsible for obtaining facts on which an administrator may base his/her decisions and for making recommendations that are concerned chiefly with specific cases.

Requirements for Admittance to the Examination

Note: Unless otherwise stated, applicants must meet exam entrance requirements by the final file date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "Or" II, "Or" III etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an exam as meeting 100% of the overall experience requirement.

Experience

Either I: One year of experience in the California state service performing staff work in a class equivalent in level to Administrative Assistant I.

Or II: Eighteen months of experience in the California state service performing the duties of an Executive Secretary II.

Or III: Three years of progressively responsible experience in one or a combination of the following:

1. Relieving an administrator of assigned administrative detail and preparing reports and/or recommendations for administrative action. (Experience in California state service must be in a class equivalent in level of responsibility to Office Services Supervisor I.)

2. Professional or technical experience in a field usually requiring an education of collegiate grade and involving duties and responsibilities which develop a wide knowledge of the field of management, at least two years of which shall have involved the independent development of administrative recommendations.

(Possession of a Master's Degree in Public, Personnel, or Business Administration or related field may be substituted for one year of the required experience.) **and**

Education

Equivalent to graduation from college. (Additional qualifying experience may be substituted for four years of the required education on a year-for-year basis. Any work experience gained in State service may be used to meet the education requirement on a year-for-year basis.)

(In appraising experience, more weight will be given to the breadth of experience and the evidence of the candidate's ability to accept and fulfill increasing responsibility than to the length of his/her experience.)

- SEE REVERSE SIDE FOR ADDITIONAL INFORMATION *

Examination Information	This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.
	QUALIFICATIONS APPRAISAL – WEIGHTED 100%
	Competitors who do not appear for the qualifications appraisal interview will be disqualified.
	Note: Applicants are required to bring a photo ID or two forms of identification to each phase of the exam process
Scope	<p>In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor’s:</p> <p>Knowledge of:</p> <ul style="list-style-type: none">Principles, problems, and methods of public and business administration, including organization and personnel and fiscal managementOffice management principles, methods, and proceduresAdministrative survey techniques and skill in their applicationStatistical and research methods <p>Ability to:</p> <ul style="list-style-type: none">Think clearly and quickly and analyze and solve problems of organization and managementWork independently in identifying the need for and developing proposed changes to operating practices, programs, and policiesSupervise the staff of an administrative officeEstablish and maintain cooperative working relationshipsSpeak and write effectively
Special Personal Characteristics	Demonstrated capacity for assuming increasing responsibility, originality, open-mindedness, and tact.
Eligible List	The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
Questions?	Contact Suzanne Pratt at spratt@calhfa.ca.gov or 916-319-9718. California Relay (Telephone) Service for the Deaf or Hearing-impaired. From TDD phones: 800-735-2929. From voice phones: 800-735-2922.

GENERAL INFORMATION

It is the candidate's responsibility to contact the **CalHFA - Exam Analyst (916) 319-9718** three days prior to the written last date if he/she has not received his/her notice.

For an exam without a written feature it's the candidate's responsibility to contact the **CalHFA- Exam Analyst (916) 319-9718** three weeks after the final file date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of interview due to a verified postal error, they will be rescheduled upon written request.

If you meet the requirements stated on the bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order:
1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil services status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open non-promotional exams. Credit in **open** entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **open non-promotional** examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. If you established your veteran's eligibility with the State Personnel Board before August 21, 1994, you must **reapply**. Due to changes in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans' credits. Directions for applying for veterans' preference points are on the veteran preference application form (Form 1093), which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served on full year in or are graduates of the California Conservation Corps (eligibility shall expire 25 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the exam. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination Application for STD 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.